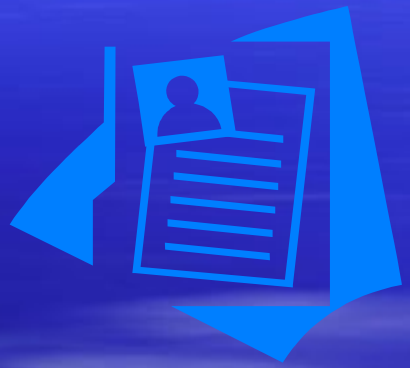
TRAVELING
SPACE "A"

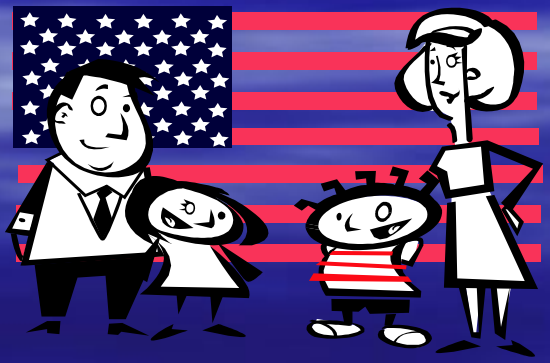
Sign Up Procedures

WHAT YOU NEED

- ***Active Duty*** personnel need to have their ID card and are required to have a DA Form 31 showing that they are on leave or pass.



- ***Dependents*** are eligible to fly. If they are accompanying their sponsor, they must also show the clerk their ID Card.



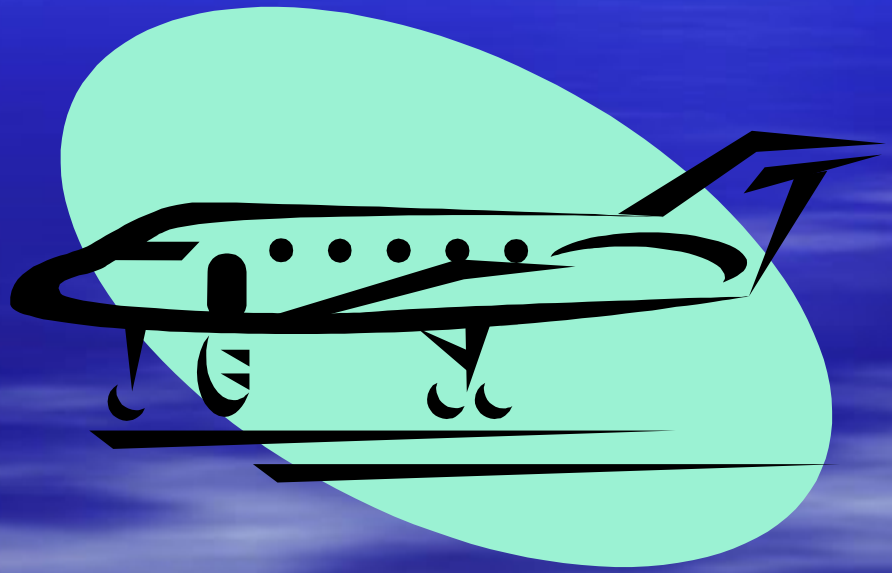
- ***Dependents*** who wish travel unaccompanied, must have a Command Sponsorship Memorandum signed by their sponsor's commander.

- **Due to the size of the aircraft, space is very limited for cargo.**

- **Each passenger is allowed a maximum weight of 30lb on all luggage.**

Flights

- Flights travel to and from Elmendorf Air Force Base.
- There are usually 2 flights per day, Mon-Fri.
  - The first flight usually arrives between the hours of 0700 and 0800; departing 15 minutes later.
  - The second flight usually arrives between the hours of 1600 and 1700; also departing 15 minutes later.



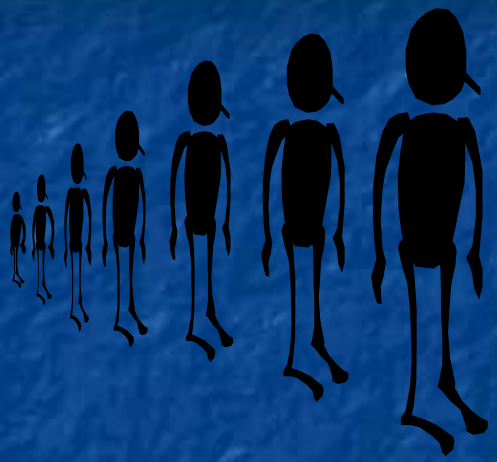
Advisories

- ***Travelers*** **are required to come in at least 1 hour prior to the flight.**

- ***There*** **may be times when the aircraft may not be able to land at Ft. Wainwright and has to be diverted to Fairbanks International Airport. We will provide shuttle transportation to the Airport if you're here.**

- ***Due*** **to unforeseen circumstances flights may be delayed and/or cancelled. Plan ahead for alternate travel.**

- **This Aircraft only seats seven personnel. So understand it may be hard to accommodate larger families, but we will try.**



- **Children less than 30lbs must have a car seat for travel on the aircraft.**

- **You must physically come in and sign up for the flight.**
- **Space A travel is on a first come first serve basis. Travelers can start signing up for flights 24 hours in advance.**
- **Airfield Operations does not receive the actual manifest for a flight until about 1600 the day prior. We will not know how many seats are available until this time.**

Location

- We are located on Front Street, Bldg. #1558, next to Hanger One, across from the JAG parking lot.

Hours of Operation

- Our office hours are from 0700 to 2200 Mon-Fri. We are closed on weekends and training holidays.

- Call 353-7212/6514 for more assistance.